Windows XP | App

Appendix

Objectives

- ► **Identify New Features in Windows XP**
- ► **Identify Differences between Windows XP Home and Professional**
- ► **Prepare to Install Windows XP**
- ► **Install Windows XP**
- ► **Set Up a Computer for Multiple Users**
- ► **Manage Power Options on Portable Computers**
- ► **Improve the Font Display on Portable Computers**
- ► **Create a Home or Office Network**
- ► **Set Up to Use a Remote Computer**
- ► **Connect to a Remote Computer**
- ► **Send and Receive a Fax**

This appendix provides information about new features in Windows XP, the differences between Windows XP Home and Windows XP Professional, and how to prepare and install the operating system software. For those users who want to share a computer at home or the office, you'll learn how to set up and use a computer for multiple users. If you use a portable computer, also known as a **laptop** or **notebook**, you can change computer power options to reduce the power consumption of your entire system or a specific device, and smooth out the edges of fonts on the screen to improve the font display. This appendix also shows you how to communicate remotely with others from your computer. You'll learn how to set up and create a home or office network, set up and connect to a remote computer, and send and receive faxes.

Identifying New Features in Windows XP

Windows XP comes with new features that make your computer significantly easier and faster to use than earlier versions of Windows. Windows XP makes it easier to open files and programs, find information, and accomplish other common tasks, such as send e-mail, browse the Internet, scan and view pictures, play music and videos, and change Windows XP settings. Windows XP design improvements include a two-column Start menu with frequently-used programs and files, similar windows grouped on the taskbar, a task pane with common commands that correspond to the current task, and Control Panel icons organized by category. If you share a computer with family and friends, Windows XP makes it easy to create individual accounts with customized settings for each user and provides a Welcome screen that allows you to switch between multiple accounts without having to exit programs and log off completely. Some of the main new features in Windows XP are shown in Figure AP-1 and are listed below.

Details

▶ **Welcome screen and Fast User Switching**

With the Welcome screen, you can share the same computer with family and friends and still maintain privacy and control over your personal files. You can use Fast User Switching to switch between users without having to close each other's programs.

▶ **Enhanced Start menu and taskbar grouping**

The Start menu organizes programs and frequently-used tasks. If you have many open files, programs, and windows, they are grouped together on the taskbar according to the program type.

▶ **Task-focused design**

The My Computer, My Documents, and other windows display a task pane on the left side of the window with commands and options associated with your current task or selection. The Control Panel also displays options by category in addition to the Classic view.

▶ **Help and Support Center**

This allows you to search multiple sources including the Microsoft Knowledge Base on the Internet, to print from the online documentation, and to access frequently-used help topics.

▶ **System Restore**

System Restore allows you to restore your computer to a previous version of the system.

▶ **Search Companion**

The Search Companion identifies the kind of help needed and retrieves relevant information.

▶ **Windows Messenger**

An easy way to communicate with your **buddies**, a list of contacts with whom you interact regularly, in real time using text, voice, and video.

▶ **Remote Assistance**

Gives a friend permission to connect to your computer over the Internet, observe your screen, and control your computer.

▶ **Home Networking**

You can set up a home network and share an Internet connection and other computer resources, such as a printer or fax.

▶ **CD burning**

With a CD recording device installed on your computer, you can create your own CDs by dragging a folder with the files and folders you want to save to the CD-R or CD-RW device icon.

► **Enhanced Windows Media Player**
You can play DVDs, create your own music CDs, and export videos to portable devices.

► **Enhanced My Pictures and My Music folders**
With My Pictures, you can order prints, view pictures, publish pictures to the Internet, and compress pictures. With My Music, you can view a list of music files, play music files, shop for music online, and perform file management tasks.

► **Scanner and Camera Wizard**
Walks you through scanning a single image, collection of images, and multi-page documents.

FIGURE AP-1: Main new features in Windows XP
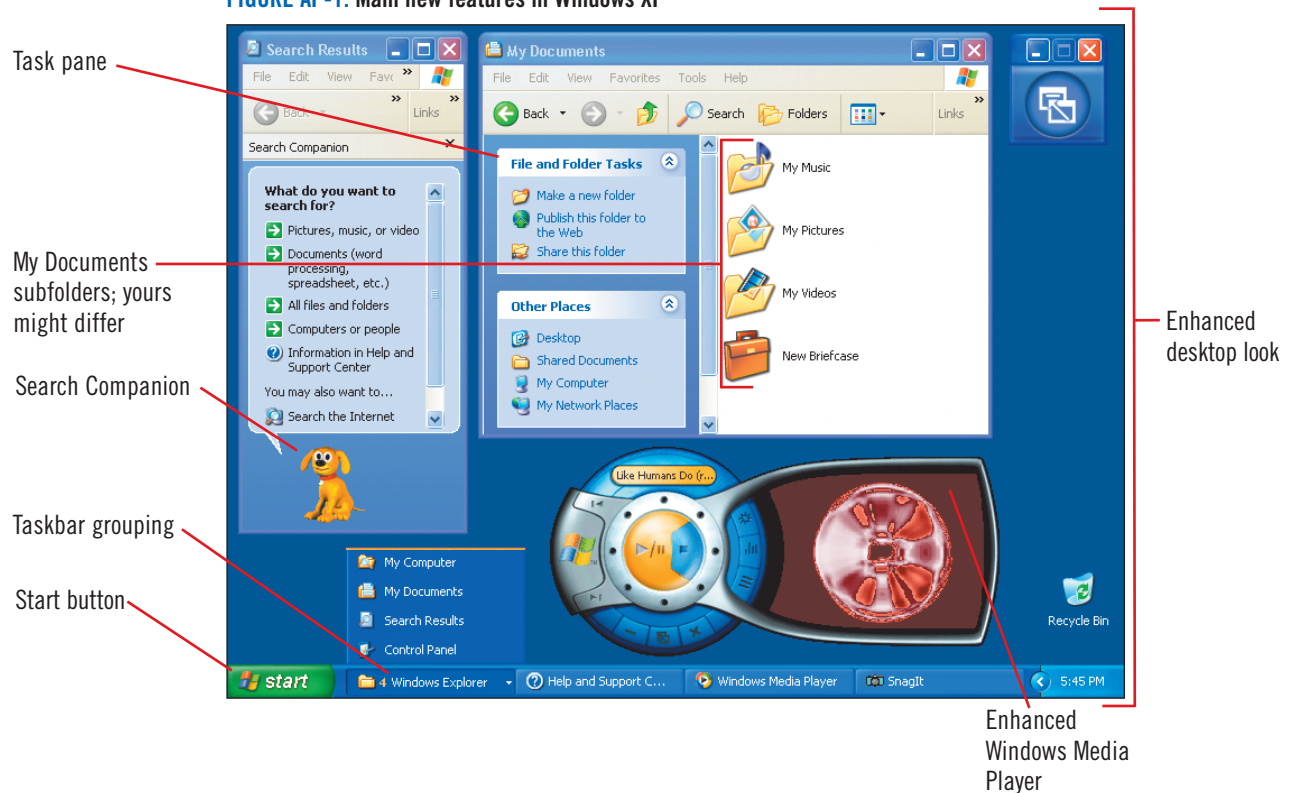
Identifying Differences between Windows XP Home and Professional

Windows XP comes in three editions: the Home Edition for consumers, the Professional Edition for business and power users, and a 64-bit version for Intel Itanium processor-based systems, called Windows XP 64-Bit Edition. The Home Edition is a subset of the Professional Edition. In other words, the Home Edition contains all the same features contained in the Professional Edition. However, the Professional Edition also contains additional features, some of which are shown in Figure AP-2, that are geared toward the business world. Each edition allows users to install an upgrade version for those who already have Windows 98 or later installed on their computer, or a full version for those who have Windows 95 or Windows NT 3.51 or earlier or no operating system installed on their computer.

Details

Windows XP Professional features not found in the Home Edition:

► **Slightly different user interface**

Windows XP Professional comes with a few user interface default settings that are different from those in Windows XP Home. See Table AP-1 for a list and description of the user interface differences.

► **Access a remote desktop**

You can access a Windows XP Professional remote desktop from any operating system that supports a Terminal Services client, such as Windows 98 or Me, and Windows XP Home.

► **Supports more than one microprocessor**

Windows XP Professional supports up to two microprocessors, while the Windows XP Home supports only one. This allows you to perform multiple tasks at the same time, such as printing large documents and calculating large amounts of numbers, more quickly.

► **Backup and Automated System Recovery**

With the Backup utility program, you can back up files to a disk or tape and create an Automated System Recovery disk to help you recover a system from a serious error, such as a system crash.

► **Internet Information Service**

You can set up a personal Web server using the Internet Information Services Web server software to use to publish Web pages.
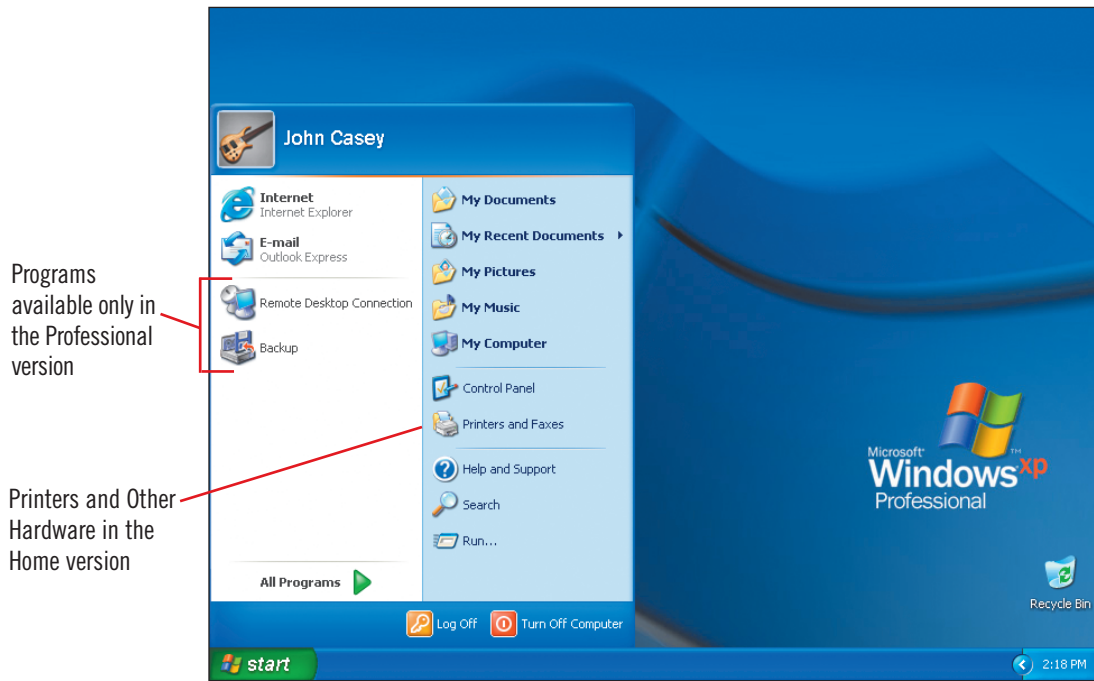
Programs available only in the Professional version

Printers and Other Hardware in the Home version

TABLE AP-1: User interface differences

user interface item	Windows XP Home	Windows XP Professional
Start menu	Printers and Other Hardware (not available unless enabled)	Printers and Faxes; My Recent Documents
Fax functionality	Not available unless you install it	Available
Guest account	Activated	Deactivated
Check box option on Screen Saver tab in the Display Properties dialog box	On resume, display Welcome screen	On resume, password protect

App

Windows XP

Preparing to Install Windows XP

Before you install Windows XP, you need to check your computer hardware and software and make several setup decisions that relate to your computer. The Windows XP Setup Wizard guides you through many of the choices you need to make, but there are some decisions and actions you need to make before you start the wizard.

Details

To ensure a successful installation, do the following:

► **Make sure your hardware components meet the minimum requirements**

Your computer hardware needs to meet the following minimum hardware requirements: 300 megahertz (MHz) Pentium or higher microprocessor or equivalent recommended (233 MHz minimum), 128 MB of RAM recommended (64 MB minimum), 1.5 GB of free space on hard disk, Super VGA (800 × 600) or higher resolution video adapter and monitor, keyboard, mouse or compatible pointing device, and CD-ROM or DVD drive. Beyond the basic requirements, some software and hardware services, such as Internet access, networking, instant messaging, voice and video conferencing, and sound playback, call for you to meet additional requirements; see Windows XP documentation for specific details.

► **Make sure your hardware and software are compatible**

The Windows XP Setup Wizard automatically checks your hardware and software and reports any potential conflicts, but it is always a good idea to determine whether your computer hardware is compatible before you start the wizard. You can view the Hardware Compatibility List (HCL) at the Microsoft Web site at www.microsoft.com/hcl/, shown in Figure AP-3.

► **Back up your files in case you need to restore your current operating system**

If you're upgrading from an earlier version of Windows, you should back up your current files, so you can correct any problems that might arise during the installation. You can back up files to a disk, a tape drive, or another computer on your network. Check your current operating system help for instructions to back up your files.

► **Make sure you have required network information**

If you are connecting to a network, you need the following information from your network administrator: name of your computer, name of the workgroup or domain, and a TCP/IP address if your network doesn't use a DHCP (Dynamic Host Configuration Protocol) server. If you are not sure whether you are connecting to a workgroup or a domain, select the workgroup option. You can always connect to a domain after you install Windows XP Professional.

► **Determine whether you want to perform an upgrade or install a new copy of Windows XP**

After you start the Windows XP Setup Wizard, you need to decide whether to upgrade your current operating system, as shown in Figure AP-4, or to perform an entirely new installation, known as a **clean install**. You can upgrade from Windows 98, 98 SE, and Me to Windows XP Home Edition or Professional, and you can upgrade only from Windows 2000 Professional and Windows NT 4.0 Workstation to Windows Professional, but not to the Home Edition. Windows 98, 98 SE, and Me users can uninstall Windows XP, but this capability is not available to Windows NT 4.0 and Windows 2000 upgraders. Windows 95 and Windows NT 3.51 or earlier are not supported for upgrading, so those users will need to perform a clean install.

► **Make sure you have the required product key information**

On the back of the Windows XP CD-ROM packaging is a unique 25-character product key, such as KFEPC-12345-MHORY-12345-IROFE, that you need to enter during the Windows XP Setup Wizard installation to complete the process. Keep the product key in a safe place and do not share it with others. The unique product key allows you to activate and use Windows. Without the product key and activation, Windows XP will not work.

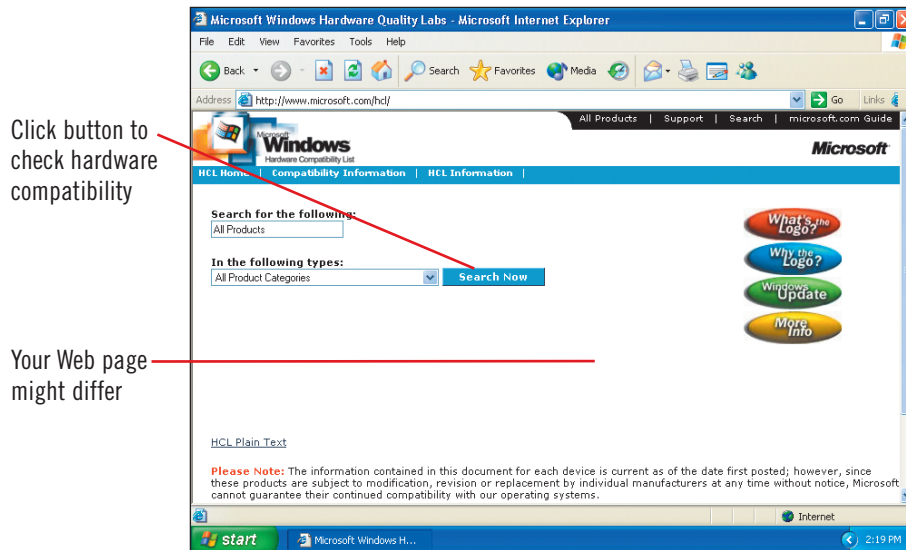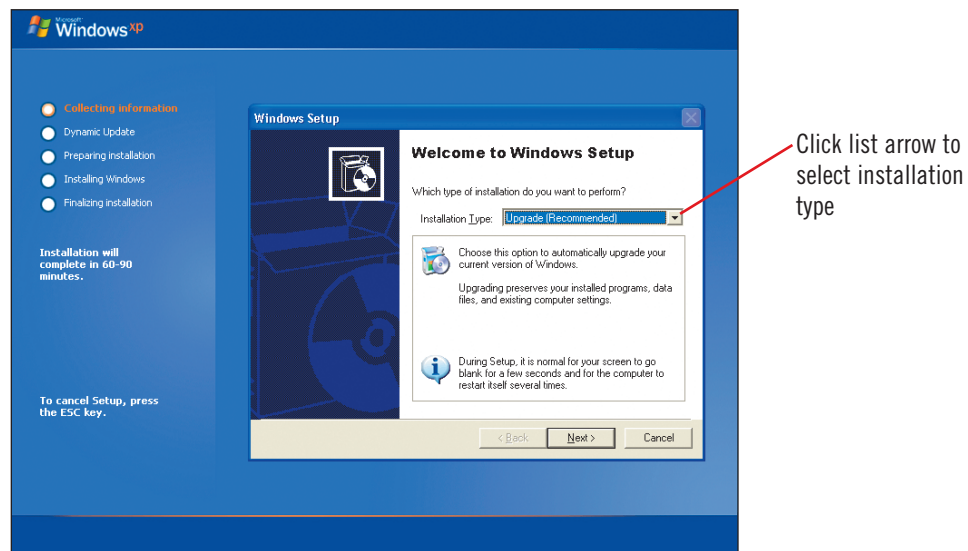**FIGURE AP-3: Microsoft Hardware Compatibility List Web site**

Click button to check hardware compatibility

Your Web page might differ

FIGURE AP-4: Selecting Windows XP installation type

Click list arrow to select installation type

CLUES TO USE

Understanding activation and registration

When you install Windows XP, you are prompted to activate and register the product. Product activation and product registration are not the same. Product **activation** is required and ensures that each Windows product is not installed on more than the limited number of computers allowed in the software's end user license agreement. Activation is completely anonymous and requires no personal identification information to complete. To complete the activation process, you enter a unique 25-character product key, usually located on the back of the Windows XP CD-ROM packaging, during the Windows XP Setup Wizard installation process or when using the Activate Windows program located on the Start menu. You have a 30-day grace period in which to activate your Windows product installation. If the grace period expires, and you have not completed activation, all features will stop working except the product activation feature. In other words, you cannot perform any tasks on your computer, such as display the desktop, access any files on your hard disk, or send and retrieve e-mail. During the activation process, you can also register your copy of Windows XP. Product **registration** is not required, but completing the process, which includes providing contact information, ensures that you receive product update and support information from Microsoft.

Installing Windows XP

The Windows XP Setup Wizard guides you step-by-step through the process of installing Windows XP. When the installation is finished, you are ready to log on to Windows XP. Be aware that your computer restarts several times during the installation process. Depending on the type of installation you need to perform, either upgrade or clean, you start the Windows XP Setup Wizard in different ways. If you perform an upgrade or clean install on a Windows version, you simply start your computer and insert the Windows XP installation CD to start the Windows XP Setup Wizard. However, if you perform a clean install on a nonsupported operating system or a blank hard disk, you need to start your computer by inserting the Windows XP installation CD into the CD-ROM drive, which starts the Windows XP Setup Wizard. A clean install requires you to select additional options as you step through the wizard, but the steps are basically the same. The following procedure performs a Windows XP upgrade installation and is provided as a general guide; your installation steps might differ.

Steps 123 4

🛑 *If you do not wish to change your current setup, read this lesson without completing the steps. If you are in a lab, see your instructor or technical support person.*

Trouble?

If Windows doesn't automatically detect the CD, click the Start button, click Run, in the Run dialog box click Browse, navigate to the CD-ROM drive, click Setup, click Open, then click OK.

1. Start your computer, then insert the **Windows XP CD** into your CD-ROM drive
If Windows automatically detects the Windows XP CD, the Welcome to Microsoft Windows XP setup screen opens, as shown in Figure AP-5.

2. Click **Install Windows XP**
The next setup screen asks you to select the type of installation.

3. Click the **Installation Type list arrow**, select an installation type, then click **Next**
The steps to upgrade are different than a new installation. In this example, you perform an upgrade. The next setup screen asks you to read and accept the **End User License Agreement** (EULA), a contract that gives you permission to use Windows XP and imposes certain restrictions, such as copying the software.

Trouble?

Your installation steps might differ.

4. Click the **I accept this agreement option button**, click **Next**, enter the 25-character product key as shown in Figure AP-6, then click **Next**
The next screen asks if you want to check system compatibility and get an upgrade report.

5. Click the **Show me hardware issues and a limited set of software issues (Recommended) option button**, click **Next** to display an upgrade report screen if issues arise, resolve any issues as directed, then click **Next** if necessary
The next setup screen appears, asking if you want to download the updated Setup files.

Trouble?

If there is a connection problem accessing the Setup files, click the option button to skip the process to get the updated setup file, then click Next.

6. Click the **Yes, download the updated Setup files (Recommended) option button**, click **Next**, select a network type, then click **Next** if necessary

7. When the Welcome to Microsoft Windows setup screen appears, click **Next** to activate Windows, click an activation option button, then click **Next**
When the activation process is complete, the Ready to register with Microsoft? screen appears.

8. Click a registration option button, click **Next**, then complete the registration, if necessary
When the registration process is complete, the User Accounts screen appears, where you can enter names for those who want to share the computer and personalize each user's settings.

9. Enter other user names to share the computer, click **Next**, assign account passwords and customize each user's desktop settings, click **Next**, then click **Finish**
The Welcome screen opens, where you can select a user account and password.
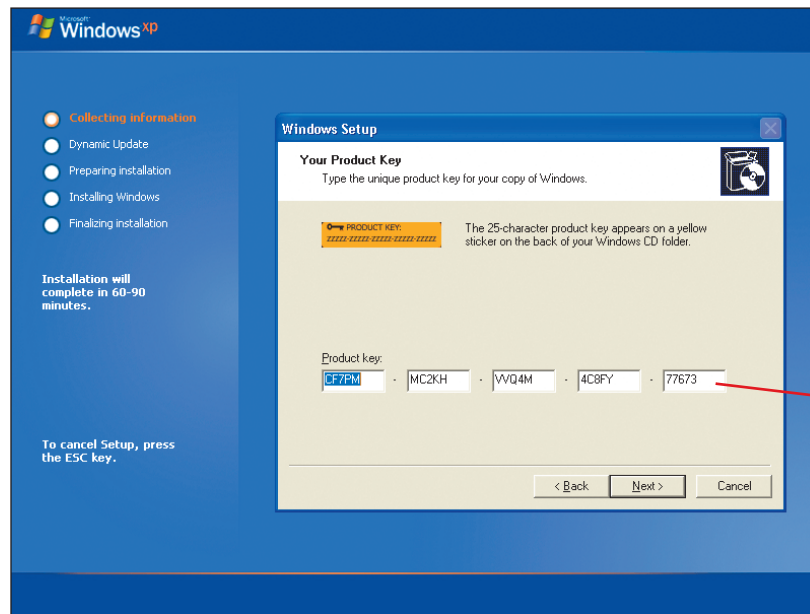
FIGURE AP-5: Welcome to Microsoft Windows XP setup screen

Click button to start the Windows XP Setup Wizard

Click buttons to perform other setup tasks; your options might differ

FIGURE AP-6: Product key setup screen

Your product key will differ

Transferring files and settings from another computer

Instead of trying to re-create Windows settings manually from an old computer on a new Windows XP computer, you can use the Files and Settings Transfer Wizard. If you are connected to a computer over a network or a direct cable connection and want to transfer files and settings from that computer to your new Windows XP computer, you can use the Files and Settings Transfer Wizard to transfer settings for Windows, such as folder and taskbar options, desktop and display properties, and Internet Explorer browser and Outlook Express mail setup options, and files or entire folders, such as My Documents and Favorites. To start the Files and Settings Transfer Wizard, click the Start button on the taskbar, point to All Programs, point to Accessories, point to System Tools, then click Files and Settings Transfer Wizard. When the wizard dialog box opens, click Next, click the option button to identify this computer as new or old, click Next, then follow the instructions for the computer type selected.

App

Windows XP

Setting Up a Computer for Multiple Users

Windows XP allows you to share a computer at home or at the office without sacrificing privacy or control. You can use the User Accounts feature to store personalized settings for multiple users. Each person who uses a shared computer can customize the desktop, protect computer settings, and secure files, without affecting other users. You can set up a computer for multiple users by creating user accounts for each person. There are four types of user accounts: Computer Administrator, Standard, Limited, and Guest. The Computer Administrator account allows you to change all computer settings, such as install programs, make operating system changes, and create and modify user accounts. The Standard account, available only for users of Windows XP Professional in a network environment, allows you to install and uninstall programs and change your account picture and password. The Limited account allows you to change only your account picture and password. The Guest account allows nonregular users to access one account on your computer, so you don't have to create a new account every time you have a visitor. When you create more than one user account, a Welcome screen appears when you start Windows XP where you select the user account to open. Unless you protect a user account with a password, anyone can open it from the Welcome screen. A password helps you make sure your computer files stay private and secure. Once you create multiple accounts, you can use Fast User Switching when you choose the Log Off command on the Start menu to switch between users quickly, without having to close each other's programs each time you switch.

Steps 1234

1. Click the **Start button** on the taskbar, click **Control Panel**, click **Switch to Classic View** if necessary, then double-click the **User Accounts icon** 👥 in the Control Panel window
   The User Accounts window opens, as shown in Figure AP-7.

2. Under Pick a task, click **Create a new account**, type a name for the new account on the Name the new account page, then click **Next**
   The Pick an account type page opens.

3. Click the option button for the type of account you want, then click **Create Account**
   The new account appears in the User Accounts window.

4. Click the new user account you just created
   The Change account page opens, as shown in Figure AP-8.

5. Click **Create a Password**, type a new password, press **[Tab]**, type the new password again, press **[Tab]**, type a password hint, click **Create Password**, then click the **Close button** in the User Accounts window
   The new user account with a password is setup, and the User Accounts window closes.

6. Click the **Start button** on the taskbar, click **Log Off**, then click the **Log Off button** in the Log Off Windows dialog box
   Windows XP logs off, saves your settings, and displays the Welcome screen with the user accounts.

7. Click the Computer Administrator user account, type the password if necessary, then click the **Go button** ➡ to display the desktop for the administrator

8. Click the **Start button** on the taskbar, click **Control Panel**, click **Switch to Classic View** if necessary, double-click 👥, click the new user account you just created, click **Delete the account**, click **Delete Files**, click **Delete Account**, then click the **Close button** in all the open windows
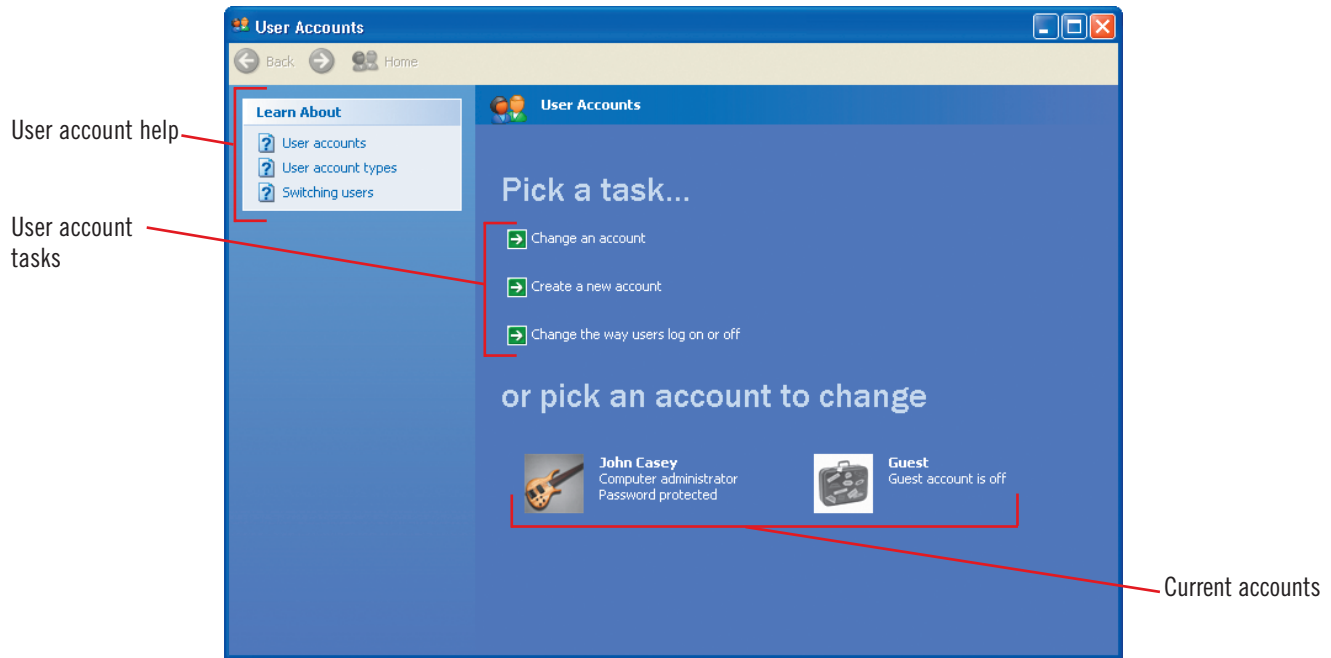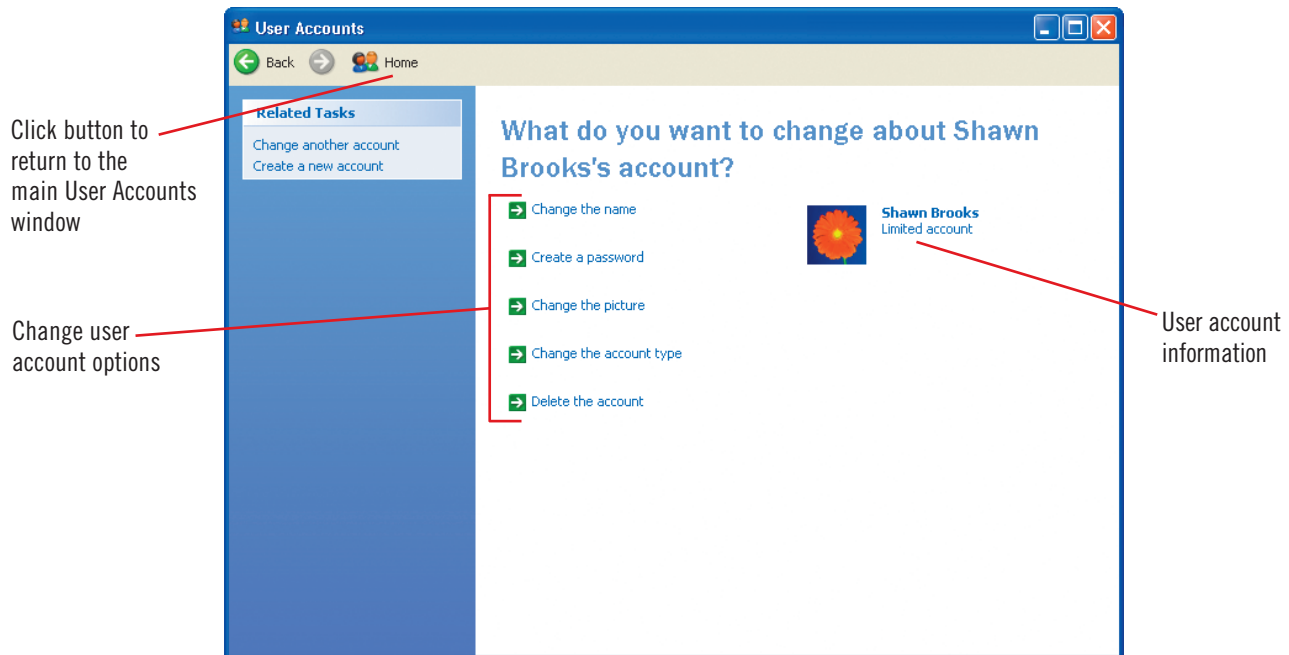
FIGURE AP-7: User Accounts window

User account help

User account tasks

Current accounts

FIGURE AP-8: Changing a user account

Click button to return to the main User Accounts window

Change user account options

User account information

Using the Guest account

The Guest account makes it easy for visitors to use a shared computer to create and print documents and graphics, check e-mail, and browse the Internet without making changes to other users' preferences and settings. The Guest account doesn't use a password and works like a Limited account. Before you can use the Guest account in Windows XP Professional, you need to activate it; the account is deactivated by default. To activate the Guest account, you need to log on as the computer administrator. In the User Accounts window, click the Guest account, then click Turn On the Guest Account. In Windows XP Home, the Guest account is active by default.

Managing Power Options on Portable Computers

You can change power options properties on your computer to reduce the power consumption of your entire system or of a specific device. For example, if you often leave your computer for a short time while working, you can set your computer to go into **standby**, a state in which your monitor and hard disks turn off after being idle for a set time. On standby, your entire computer switches to a low power state in which devices, such as the monitor and hard disks, turn off and your computer uses less power. When you bring the computer out of standby, your desktop appears exactly as you left it. Because standby does not save your desktop settings on disk, if a power failure occurs while your computer is on standby, you can lose unsaved information. If you are often away from your computer for an extended time or overnight but like to leave the computer on, you can set it to go into **hibernation**, a state in which your computer first saves everything in memory on your hard disk and then shuts down. When you restart the computer, your desktop appears exactly as you left it. Table AP-2 lists common tabs in the Power Options Properties dialog box and describes the power options each offers. This procedure modifies the power scheme for a portable or laptop computer to maximize battery life. However, you can perform these steps on any type of computer to conserve energy.

Steps 1234

1. Click the **Start button** on the taskbar, click **Control Panel**, click **Switch to Classic View** if necessary, then double-click the **Power Options icon** 🔋 in the Control Panel window
   The Power Options Properties dialog box opens with the Power Schemes tab in front, as shown in Figure AP-9. A **power scheme** is a predefined collection of power usage settings. You can choose one of the power schemes included with Windows or modify one to suit your needs. The Power Options you see vary depending on your computer's hardware configuration. The Power Options feature automatically detects what is available on your computer and shows you only the options that you can control.

2. Click the **Power schemes list arrow**, then click **Portable/Laptop**
   Settings for the Portable/Laptop power scheme appear in the bottom section.

3. Click the **Turn off monitor list arrow**, click **After 1 min**, click **Apply**, then wait one minute without moving the mouse or pressing a key
   After a minute, the screen goes on standby and the screen is blank.

4. Move the mouse to restore the desktop
   The computer comes out of standby, and your desktop appears exactly as you left it.

5. Click the **Power schemes list arrow**, click **Always On**, then click **Apply**
   The Turn off monitor and Turn off hard disks options change to reflect power settings for this scheme. The power settings change to Never, the preset option.

6. Click the **Advanced tab**
   The Advanced tab appears, displaying settings to always display the Power Options icon on the taskbar and prompt for a password when your computer resumes from standby.

7. Click the **Always show icon on the taskbar check box** to select it, then click **OK**
   The Power Options icon appears in the notification area.

8. Double-click the **Power Options icon** 🔋 in the notification area (your icon might differ), then click the **Advanced tab** in the Power Options Properties dialog box

9. Click the **Always show icon on the taskbar check box** to deselect it, click **OK**, then click the **Close button** in the Control Panel window

FIGURE AP-9: Power Options Properties dialog box

Your tabs
might differ

Click button to
save customized
power scheme

Click list arrow to
change power
schemes

Click list arrows to
set monitor and
hard disk power
settings

Your tab might
include additional
options
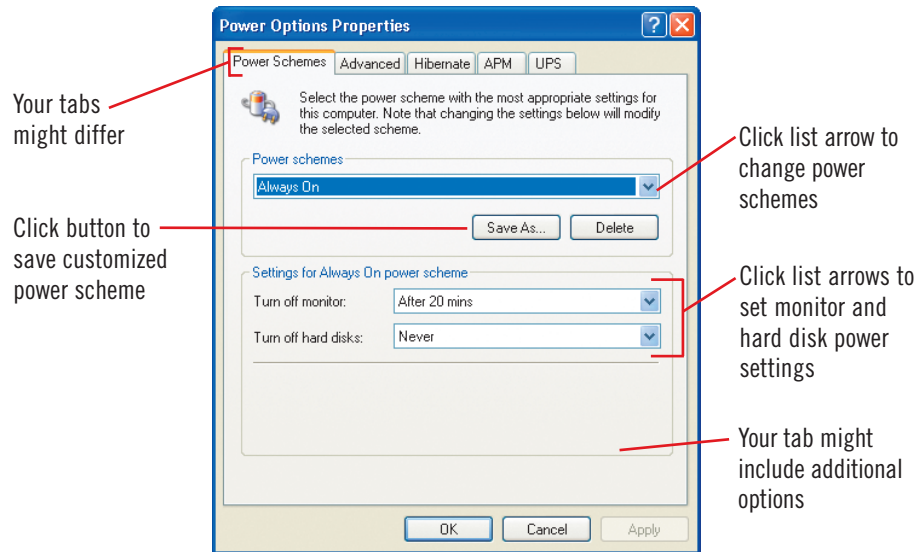
TABLE AP-2: Common Power Options Properties tabs

tab	allows you to
Power Schemes	Change power settings for your monitor and hard disks
Advanced	Change user power options
Hibernate	Turn on and off hibernation; when the Hibernation option is turned on, you can select it when you shut down your computer
APM	Turn on or turn off Advanced Power Management (APM) support to reduce overall power consumption (available on most laptop and some desktop computers)
UPS	Select and configure an Uninterruptible Power Supply (UPS) device (available depending on the specific UPS hardware installed on your computer)
Alarms	Change settings for low battery notification alarms (available on most laptop computers)
Power Meter	Display power usage details for each battery in your computer (available on most laptop computers)

Adding a secondary monitor to a portable computer

If you have a docked or undocked portable computer or desktop computer with two video ports on one video card, you can use DualView to add a secondary monitor and expand the size of your desktop. DualView is similar to the multiple monitor feature, but you cannot select the primary display, which is always the LCD display screen on a portable computer and the monitor attached to the first video out port on a desktop computer, and you don't need to purchase and install another video adapter on your computer. To install and use the secondary monitor using DualView, turn off your computer, plug the secondary monitor according to the manufacturer's instructions into the video out port on a portable computer or the second video out port on a desktop computer, turn on your computer (Windows detects the new hardware and installs necessary software), double-click the Display icon in the Control Panel, click the Settings tab, click the secondary monitor, click the Extend my Windows desktop onto this monitor check box to select it, then click OK.

Improving the Font Display on Portable Computers

If you have a portable computer or a flat screen monitor, you can improve the font display using ClearType. **ClearType** smoothes out the edges of fonts on the screen to look the same as fonts on the printed page. With ClearType, the letter "o" looks more like an oval, while without ClearType, the same letter "o" looks more like a square. ClearType is designed for flat screen monitors, so it might look slightly blurry on other computer monitors. If you are not using a flat screen monitor and still want to smooth out the edges of screen fonts, you can use the Standard option. When you use ClearType or Standard methods for smoothing screen fonts, you need to set the video card and monitor Color quality to at least 256 colors (8-bit). For better results, select a higher Color quality setting, such as High color (24-bit) or Highest color (32-bit).

Steps 1234

1. Click the **Start button** on the taskbar, click **Control Panel**, click **Switch to Classic View** if necessary, then double-click the **Display icon** in the Control Panel window
   The Display Properties dialog box opens.

2. Click the **Settings tab**
   Settings for screen resolution and color quality appear.

3. Click the **Color quality list arrow**, then click your highest color setting, which must be a color quality setting of at least 256 colors

4. Click the **Appearance tab**, then click **Effects**
   The Effects dialog box opens.

5. Click the **Use the following method to smooth edges of screen fonts check box** to select it
   A list box below the check box is activated.

6. Click the **list arrow** below the check box, then click **ClearType**
   The ClearType feature is selected, as shown in Figure AP-10.

7. Click **OK** to close the Effects dialog box

8. Click **OK** to apply the display property changes
   The screen fonts appear with smooth edges using ClearType, as shown in Figure AP-11.

9. Click the **Close button** in the Control Panel window
   The screen fonts appear with smooth edges using ClearType.

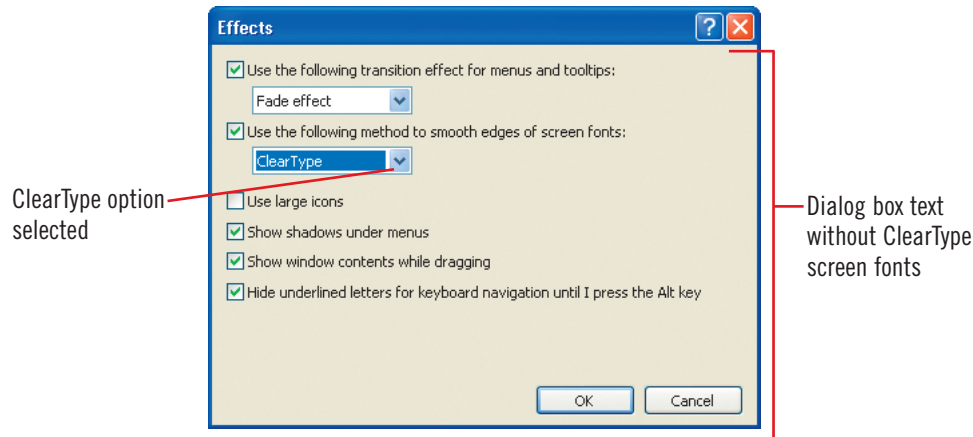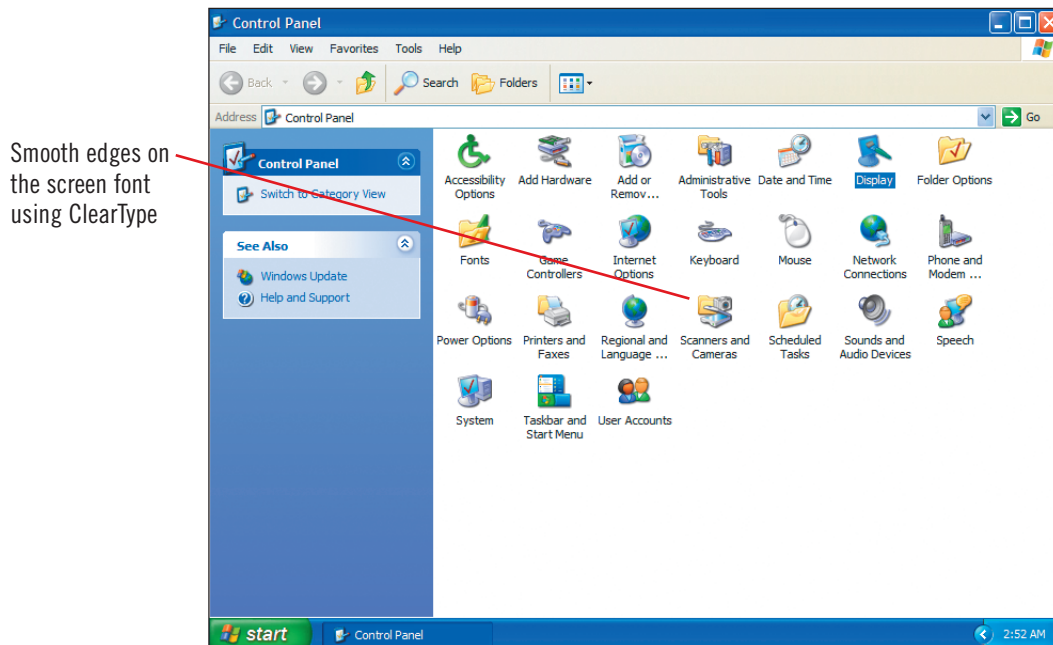FIGURE AP-10: Effects dialog box with ClearType option selected

ClearType option selected

Dialog box text without ClearType screen fonts

FIGURE AP-11: Control Panel window using ClearType screen fonts

Smooth edges on the screen font using ClearType

CLUES TO USE

Changing Windows visual effects

Windows XP adds visual effects, such as a transition or shadow, to menus, windows, and other screen items by default to enhance the way they appear on the screen. For example, some of the visual effects include adding a transition effect, such as Fade or Scroll, when displaying menus and ScreenTips, showing shadows under menus or the mouse pointer, animating windows when minimizing and maximizing, or showing a translucent selection rectangle while you drag to select files and folders. If a visual effect doesn't appeal to you or slows your computer down, you can change or turn off the effect. You can change some visual effect options using Display Properties and others using System Properties in the Control Panel. To change

visual effects in Display Properties, double-click the Display icon in the Control Panel, click the Appearance tab, click Effects to display the Effects dialog box, select or deselect the options you want to turn on or off, then click OK twice. To change visual effects in System Properties, double-click the System icon in the Control Panel, click the Advanced tab, click Settings in the Performance area, click the Visual Effects tab, click the Custom option button, select or deselect the options you want to turn on or off, then click OK. Some visual effects options appear in both Display Properties and System Properties with slightly different names; you can change the common options in either place.

Creating a Home or Office Network

If you have several computers in your home or a small business, the Network Setup Wizard can help you connect them together to create a network, even if they don't all use Windows XP. In addition to Windows XP Home and Professional computers, the Network Setup Wizard also supports computers using Windows 98 and Windows Millennium (Me). You can set up the physical layout of your home or office network in several ways, such as using existing phone lines and cables in a home phoneline network; using a network hub and cables as shown in Figure AP-12; or with wireless technology in a peer-to-peer network, as shown in Figure AP-13. Before you can use the Network Setup Wizard to set up a Windows XP home or office network, you need to install necessary hardware such as network cards and a network hub and cables according to the manufacturer's documentation. You also need to turn on all computers, printers, and external devices, and establish a connection to the Internet if you want to share the single Internet connection with all the computers on the network.

Steps 1234

Trouble?

If you are not logged on with a computer administrator account, the Network Wizard cannot set up a network. You need to log off your computer and log on again with a computer administrator account.

1. Click the **Start button** on the taskbar, point to **All Programs**, point to **Accessories**, point to **Communications**, then click **Network Setup Wizard**
   The Network Setup Wizard dialog box opens, displaying a welcome message.

2. Click **Next**, read the Before you continue message, make sure your hardware is installed and turned on, then click **Next**
   The next dialog box asks how your computer connects to the Internet and other computers.

3. Click the appropriate connection method option button, or if your connection method is not listed, click the **Other** option button, click **Next**, then click a connection method option button
   See Figure AP-14 to view the available connection methods in the two Network Setup Wizard dialog boxes. If you are not sure which network option to choose, you can click the View an example link below a connection option to see a picture of the network type.

Trouble?

If a network configuration is not recommended warning appears, click Next to enable the Internet Connection Firewall and continue.

4. Click **Next** to continue
   The next dialog box asks you to select your Internet connection. The following dialog box will ask you to give your computer a description and name. The name is a unique network identifier for the computer. The computer name is uppercase, is limited to 15 characters, and cannot contain spaces or any of the following special characters: ; : , " < > * + = \ | ?.

5. Click your connection, click **Next**, enter a description and name, then click **Next**
   The next dialog box asks you to give your workgroup network a name.

6. Enter a workgroup name, then click **Next** to continue
   The next dialog box asks you to review your network settings before you apply them.

7. Click **Next** to configure this computer for the network
   After the configuration is complete, the next dialog box asks you to select an option to help you run the Network Setup Wizard once on each computer you want connected. You can create a Network Setup Disk or use the Windows XP installation CD to install Windows XP networking support on Windows 98 and Windows Millennium (Me) computers.

8. Click an option, click **Next** to display the final dialog box or instructions based on the previous option, click **Next** if necessary, click **Finish**, then click **Yes** if necessary to restart your computer with the network
   After your computer restarts, you can open My Network Places, then click View workgroup computers in the Task pane to view the network.

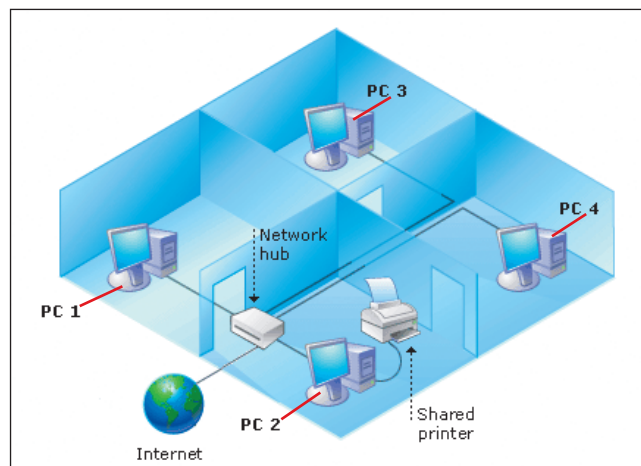**FIGURE AP-12:** Network using a network hub and cables

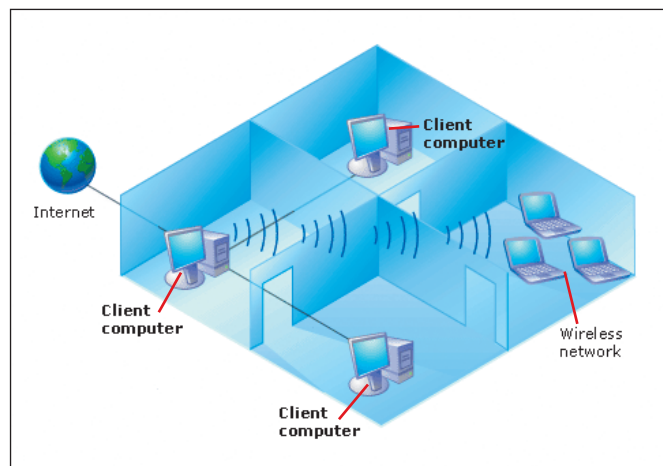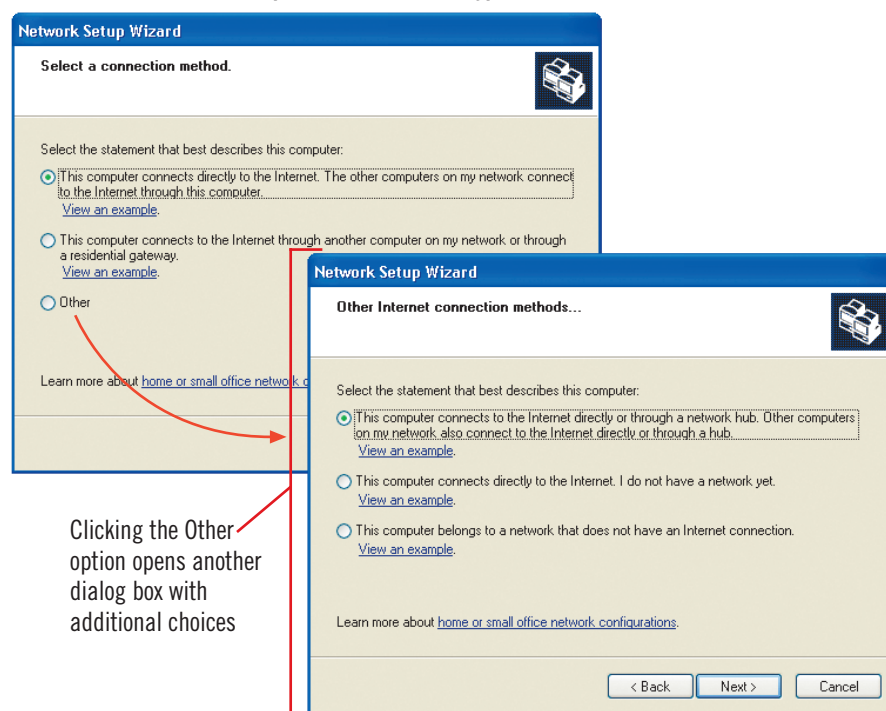**FIGURE AP-13:** Network using wireless technology

FIGURE AP-14: Network Setup Wizard connection types

Clicking the Other option opens another dialog box with additional choices

Setting up the hardware for a home or office network

You can set up the hardware for your home or office network in several ways, such as a home phoneline network or peer-to-peer network using a network hub or wireless technology. Your network setup depends on the location of your computers and on the current hardware you have on your computer. If you want to connect computers together that are located in several different rooms, the best solution is to install a home phoneline network (HPN), which uses existing phone lines and telephone jacks and cable without a network hub and special cables stretched from room to room. If you set up an HPN, you need to install Home

Phoneline Network Adapter (HPNA) cards on each computer. If you want to connect computers that are located in different rooms near each other, the best solution is to install a peer-to peer network using a wireless network hub and wireless network interface cards installed in each computer. If you want to connect computers together that are located in the same room, the best solution is to install a peer-to-peer network using a network hub, a network cable such as category 5, and a network interface card (NIC) installed in each computer.

Setting Up to Use a Remote Computer

With Remote Desktop, available only with Windows XP Professional, you can connect to a computer at a remote location and have access to all of the programs, files, printers, and networked computers as if you are directly working on the remote computer. The Remote Desktop makes it easy to work at home with complete access to the office or to collaborate with co-workers at different locations on the same computer. For example, you can connect to your work computer and update a report or check mail from your computer at home as if you were still at the office. Before you can use the Remote Desktop, you need to set up a computer running Windows XP Professional, known as the **remote computer**, with a connection to a network or the Internet, and a second computer, known as the **home computer**, with the Remote Desktop Connection software installed and access to the remote computer using a network connection, modem, or Virtual Private Network (VPN).

Steps 1 2 3 4

STOP *If you are working on Windows XP Home, you will not be able to work through the steps in this topic. Read this lesson without completing the steps.*

1. Click the **Start button** on the taskbar, click **Control Panel**, click **Switch to Classic View** if necessary, then double-click the **System icon**
The System Properties dialog box opens.

2. Click the **Remote tab**
The Remote tab allows you to determine how this computer can be used from remote locations.

3. Click the **Allow users to connect remotely to this computer check box** to select it if necessary, then write down the name of the computer
The System Properties dialog box appears as shown in Figure AP-15. If you want to connect to a remote computer over a LAN, the computer name or IP address will work, but if you want to connect to a remote computer over the Internet, you need your computer's IP address, which is assigned to the network adapter card that connects to your network. To find out your IP address, open My Network Places, click View network connections in the task pane, select your network adapter icon, then view the Details section in the task pane.

4. Click **Select Remote Users**
The Remote Desktop Users dialog box appears, as shown in Figure AP-16.

5. If your remote user is not listed, click **Add** to open the Select Users dialog box, type a user name in the Enter the object names to select text box, or click **Advanced**, search for and select a name, then click **OK**

6. Click **OK** to close the Select Users dialog box if necessary
The Remote Desktop Users dialog box appears with the remote user's name.

7. Click **OK** to close the Remote Desktop Users dialog box, then click **OK** to close the System Properties dialog box
The Control Panel appears.

8. Click the **Close button** on the Control Panel window
You have completed the set up for the remote computer; make sure you leave it running. Now it's time to set up the home computer to use Remote Desktop.

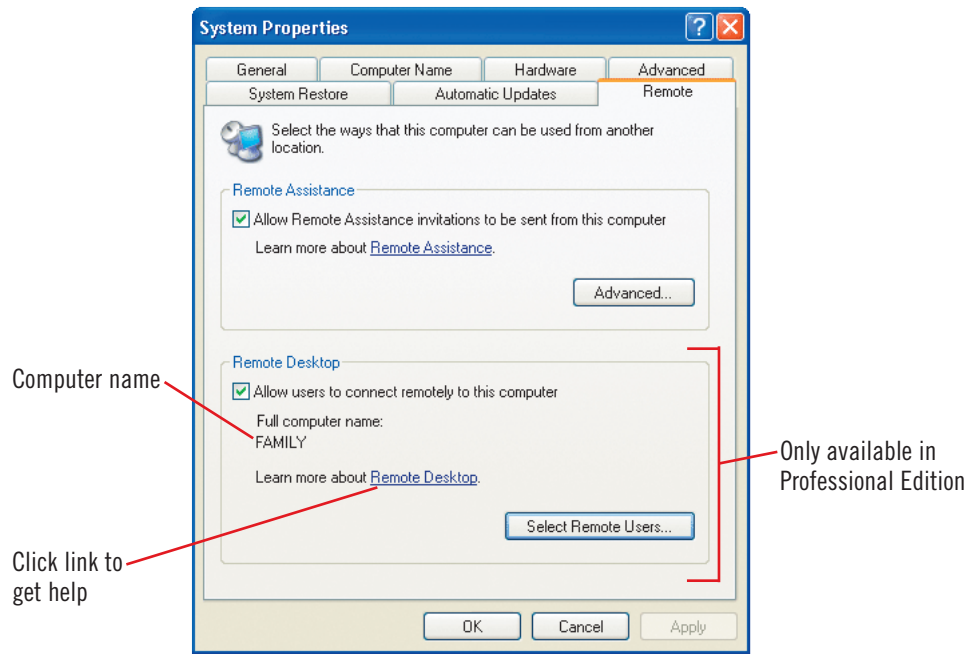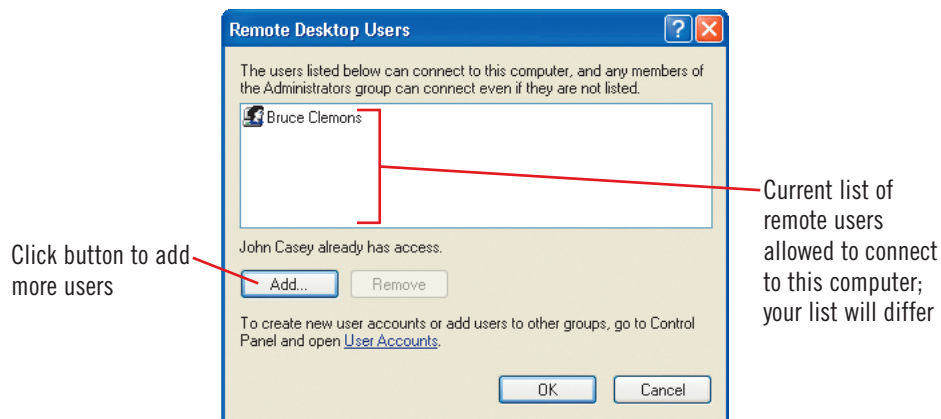**FIGURE AP-15:** System Properties dialog box with Remote tab

Computer name

Click link to
get help

Only available in
Professional Edition

FIGURE AP-16: Remote Desktop Users dialog box

Click button to add
more users

Current list of
remote users
allowed to connect
to this computer;
your list will differ

CLUES TO USE

Setting up the home computer to use Remote Desktop

Before you can access a remote computer from a home computer, you need to install the Remote Desktop Connection software on the home computer. The home computer doesn't have to be running Windows XP Professional; it can have Windows 95, Windows 98, Windows Me, Windows NT 4, Windows 2000, or Windows XP Home. However, you do need the Windows XP Professional installation CD to install the Remote Desktop Connection software on the home computer. The software installation process doesn't change your operating system version, it only installs the remote connection software. To install the Remote Desktop Connection software on the home computer, insert the Windows XP Professional installation CD into your CD-ROM drive, click Perform additional tasks on the Welcome screen, then click Set up Remote Desktop Connection. When the InstallShield Wizard for Remote Desktop Connection dialog box opens, click Next, click the I accept the terms in the license agreement option button, click Next, enter your User Name and Organization name if necessary, click Next, click Install, then click Finish. After the installation is complete, click Exit to close the Welcome screen.

Connecting to a Remote Computer

After you set up the remote and home computers to use Remote Desktop, you are ready to connect to the remote computer from the home computer. When you connect to a remote computer from a home computer, Remote Desktop locks the remote computer so no one can use it. The home computer gains complete control of the remote computer as if you were working directly in front of it. At the top of the home computer screen is a yellow bar with the remote computer name in the middle called the **Remote Desktop Connection title bar**. The title bar also contains buttons on the right to minimize, restore down, and disconnect, and a toggle button on the left to pin or unpin the title bar to stay on top of any open windows. The next time you want to use the remote computer after using Remote Desktop, you need to sign in at the Welcome screen or press [Ctrl][Alt][Delete] to unlock it.

Steps

STOP *Before you can connect to a remote computer, you need to set up the remote computer with Windows XP Professional to allow other computers to connect to it and set up the home computer with the Remote Desktop Connection software for supported Windows operating system other than Windows XP. See the previous lesson for details.*

1. On the home computer, click the **Start button** on the taskbar, point to **All Programs** or **Programs**, point to **Accessories**, point to **Communications**, then click **Remote Desktop Connection**
The Remote Desktop Connection dialog box opens.

2. Click **Options**
The Remote Desktop Connection dialog box expands to display additional connection options, as shown in Figure AP-17. See Table AP-3 for a description of each tab in the Remote Desktop Connection dialog box.

Trouble?

If you don't know the remote computer's name, you can click the Computer list arrow, then click a recently used computer name or click <Browse for more…>.

3. In the Computer text box, type the computer name (or IP address if needed) of the remote computer to which you want to connect, then press **[Tab]**
Now you need to enter the username and password, and domain name if necessary, to log on to the remote computer in the same way you log on to a network computer.

4. Type the user name in the User name text box, press **[Tab]**, type your password in the Password text box, press **[Tab]**, then type the network domain name in the Domain text box, if necessary

Trouble?

If the Log On to Windows dialog box opens, type your user name, password, and domain if necessary, then click OK.

5. Click **Connect**
The desktop for the remote computer appears on your screen.
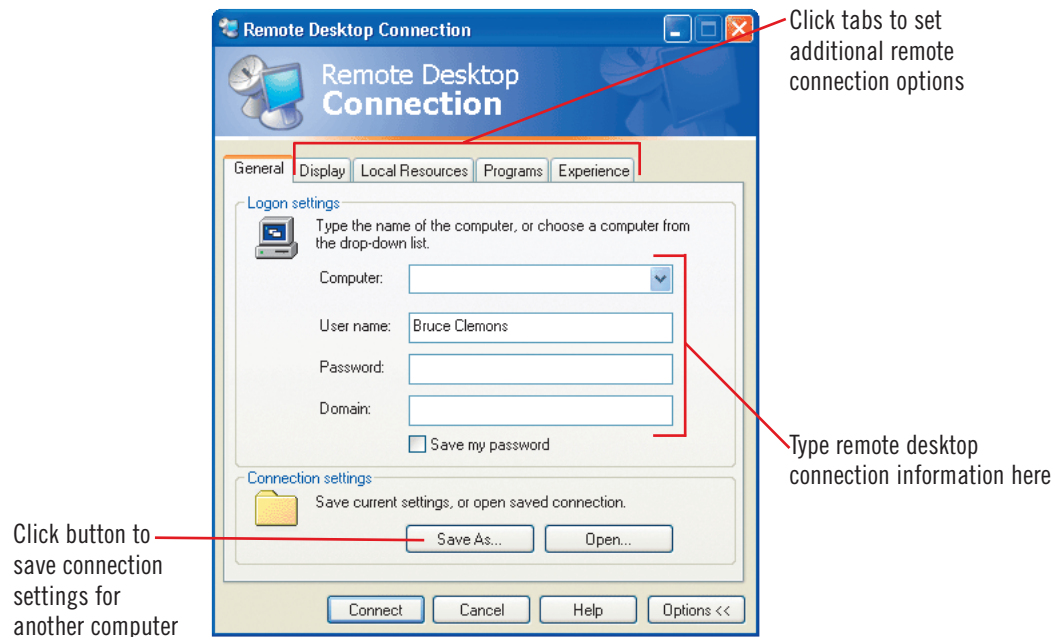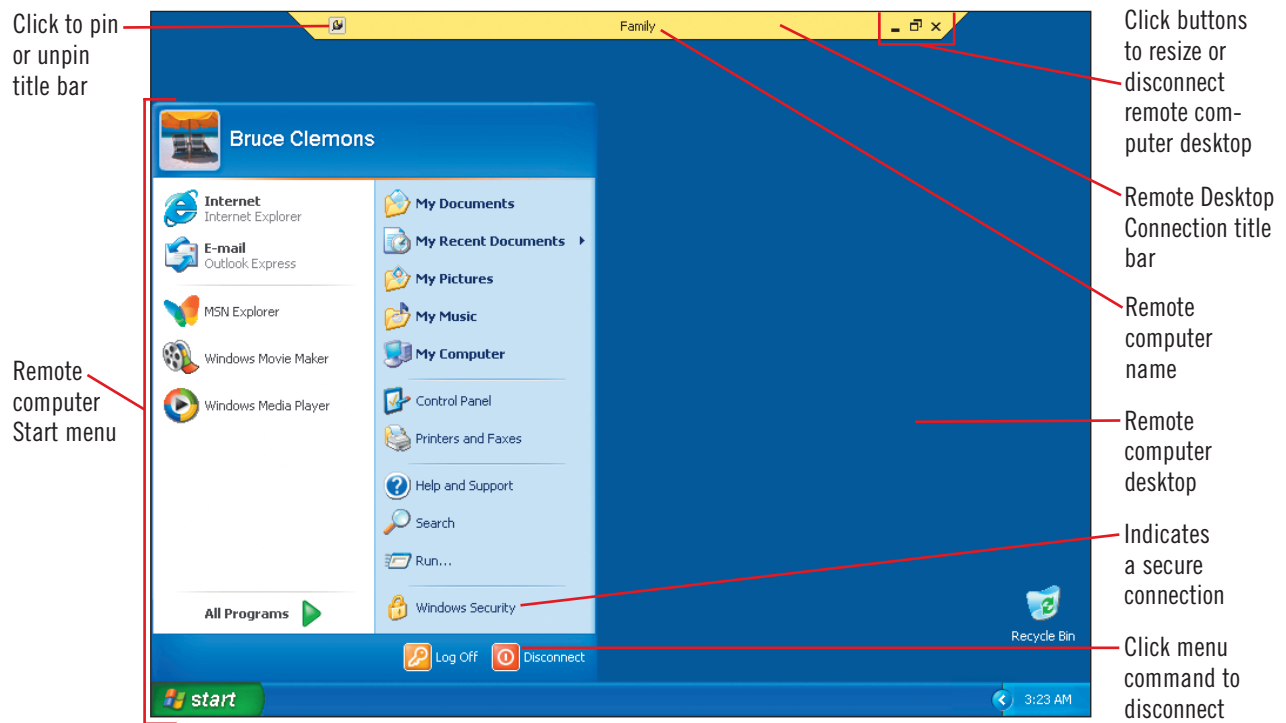
6. Click the **Start button** on the taskbar
The Start menu for the remote computer appears on your screen, as shown in Figure AP-18.

7. Click **Disconnect** on the Start menu
The Disconnect Windows dialog box opens.

8. Click **Disconnect**
The Remote Desktop Connection is disconnected.

FIGURE AP-17: Remote Desktop Connection dialog box

Click tabs to set additional remote connection options

Type remote desktop connection information here

Click button to save connection settings for another computer

FIGURE AP-18: Remote computer desktop

Click to pin or unpin title bar

Remote computer Start menu

Click buttons to resize or disconnect remote computer desktop

Remote Desktop Connection title bar

Remote computer name

Remote computer desktop

Indicates a secure connection

Click menu command to disconnect

TABLE AP-3: Remote Desktop Connection dialog box tabs

tab	allows you to
General	Specify logon settings and save connection information for future use
Display	Change the remote desktop size and screen resolution
Local Resources	Set a remote computer sound, change keyboard options, and connect to disk drives and printers
Programs	Automatically start programs on the remote computer upon connecting through Remote Desktop
Experience	Optimize performance and set user interface options

Sending and Receiving a Fax

Windows XP provides you with the capability to send and receive faxes with a fax device connected to your computer or with a remote fax device located on a network. You can customize fax send and receive settings with the Fax Configuration Wizard, create and modify a fax cover with the Fax Cover Page Editor program, send standard faxes using the Send Fax Wizard, track and monitor fax activity, and manage previously sent or received faxes with the Fax Console program. Before you can use Windows XP fax services, you need to make sure the component and a modem are installed on your computer. For Windows XP Professional, the component is installed by default; for Windows XP Home, you need to install the Fax Services component in the Printers and Faxes window using Set up faxing in the task pane or in Add/Remove Windows Components using the Add or Remove Programs utility in the Control Panel.

Steps 1234

1. Click the **Start button** on the taskbar, click **Printers and Faxes**, then click **Install a local fax printer** in the task pane if available or click Set up faxing in the task pane and insert the Windows XP Home installation CD if necessary
The Printers and Faxes window opens, displaying a fax printer and other available printers.

2. Double-click the **Fax icon** in the Printers and Faxes window, then if the Fax Configuration Wizard starts, follow the dialog box steps, entering the sender information as appropriate
The Fax Console window, shown in Figure AP-19, works like the Outlook Express window, with Local Folders in the left pane and fax messages in the right pane. You can use the Fax Console toolbar to send and receive faxes; view faxes in the Windows Picture and Fax Viewer window; print, save, and delete faxes; and view fax details and sender information.

3. Click the **New Fax button** on the toolbar
The Send Fax Wizard dialog box opens.

4. Click **Next**, then enter the name and number of the person to whom you want to send a fax, as shown in Figure AP-20 or click **Address Book**, select one or more contacts, then click **OK** to select fax recipient information from the Address Book
When you use the Address Book, the fax number for the contact name is added to the fax recipient list. The contacts in the Address Book are the same as in Outlook Express.

5. Click **Next** to continue
The next dialog box asks you to select a cover page template and type a subject line and any notes you want to include with the fax.

6. Click the **Cover page template list arrow**, click **urgent**, type the subject of the fax in the Subject line text box, press **[Tab]**, type any notes as shown in Figure AP-21, then click **Next**
The next dialog box asks you to set a priority and to specify when to send the fax.

7. Click the **Now option button**, click the **High option button**, then click **Next**
The next dialog box asks you to review fax settings, preview the fax page, and send the fax.

8. Click **Preview Fax** to view the fax page, click the **Close button** in the Windows Picture and Fax Viewer window, then click **Finish** in the Send Fax Wizard dialog box
The Fax Console window appears and sends the fax. A copy of the fax is placed in the Sent Items folder as a backup.

9. Click the **Sent Items folder** in the left pane to view details about the fax, then click the **Close button** on the Fax Console window and on the Printers and Faxes window
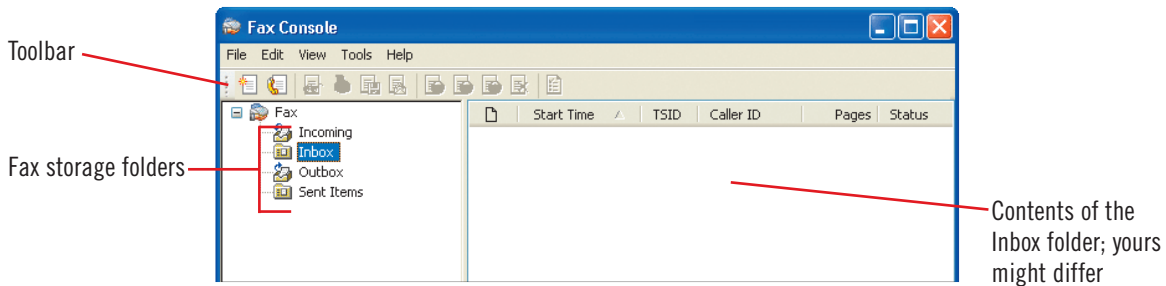
FIGURE AP-19: Fax Console window

Toolbar

Fax storage folders

Contents of the Inbox folder; yours might differ

FIGURE AP-20: Entering recipient information

Recipient information

Click button to select recipients from your Address Book

Click button to send the same fax to multiple recipients

FIGURE AP-21: Preparing the cover page

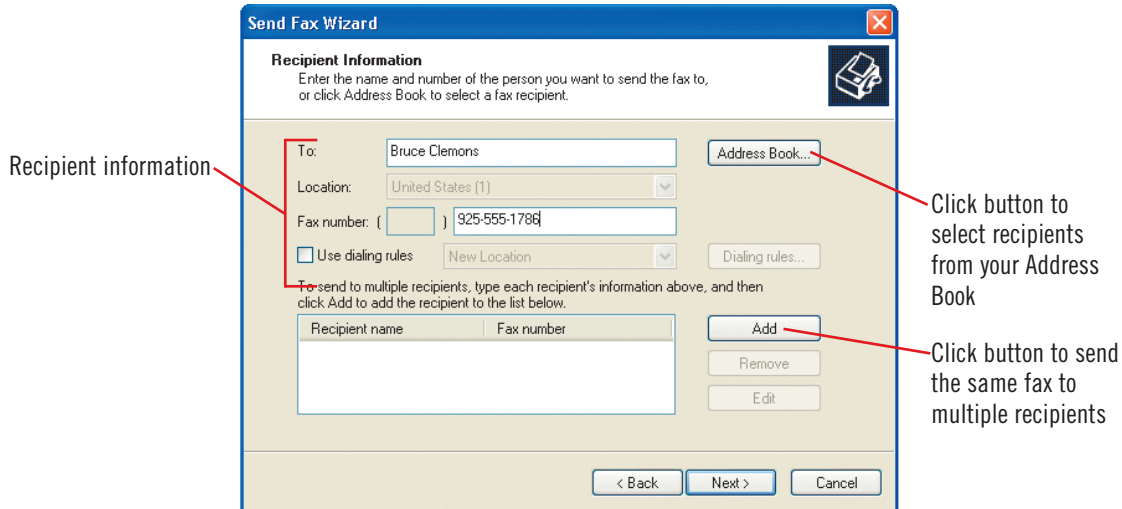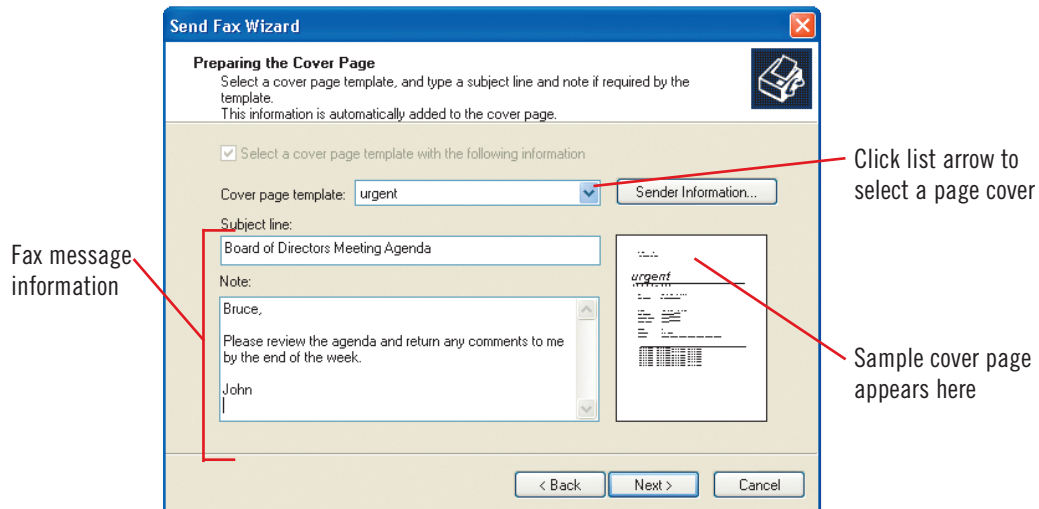Fax message information

Click list arrow to select a page cover

Sample cover page appears here

Receiving a fax

Once your fax printer is configured, you can receive faxes automatically or manually on your computer. To configure a fax, click Tools on the Fax Console menu bar, click Configure Fax, then follow the Fax Configuration Wizard instructions to enable and set options to receive faxes. In automatic receive mode, you automatically receive a fax after a certain number of rings. In manual receive mode, click File on the Fax Console menu bar, then click Receive a fax now when the phone rings. When you receive a fax, it's stored in the Inbox archive of the Fax Console program, where you can open it.